

11 January 1957

CONFIDENTIAL

Suggestion No. 2574

Date of Suggestion: 8 October 1956

25X1A

Office of DD/P
CI Staff

GS-12

25X1A

A. Summary of the Suggestion:

Suggester proposes that the PRIORITY tabs Form No. 160 be printed in a contrasting color to the pink Routing and Record Sheets such as bright orange, with black lettering.

B. Evaluation of the Concerned Office:

Chief, Records Management Staff on 27 December 1956 stated the following:

"On the original request for printing the Priority tab, red paper was specified; however, the plant did not have a red paper and substituted the cherry or pink color. The fact that it has subsequently been reprinted without a change in color prior to the suggestion and is now being printed in bold black letters on a bright red background as a direct result of the suggestion, is indicative of its adoption."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-25 based on intangible benefits.

OK-#10

CONFIDENTIAL

11 January 1957

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Suggestion No. 2575

Date of Suggestion: 8 October 1956

25X1A

25X1A

Office of UD/P, CI Staff

GS-12

A. Summary of the Suggestion:

Suggester proposes that steps be taken to ensure that hall windows as well as office windows, are secured at the end of the day.

B. Evaluation of the Concerned Office:

Chief, Building Security Branch, PHSD/OS on 29 October 1956 stated the following:

"The guard regulations definitely spell out that all open, as well as unlocked windows, shall be secured by members of the guard force while performing their hourly patrol duties. This procedure applies particularly to hall windows, since Agency Security Regulations require personnel to lock windows, in addition to performing other security measures, when securing working areas at the close of business.

"The Captain of the CIA Guard Group has been requested to caution all members of his force relative to their responsibilities in this matter." Recommend an award not to exceed \$25.00.

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-25 based on intangible benefits (Slight benefit)

OK - Ltr. of apprec.
(mild).